



MAINTENANCE - JANITORIAL

ENVIRONMENTAL GUIDELINE



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ACTIVITY DESCRIPTION

The activity of cleaning non-industrial interiors of buildings, including the use of cleaning chemicals, waste collection, and disposal/recycling.

POTENTIAL ENVIRONMENTAL RISKS

The following environmental concerns are associated with these activities:

- Air pollution and odors
- Improper or inappropriate disposal of cleaning and other janitorial wastes
- Spills of cleaning solutions

Potential consequences from performing the activity incorrectly:

- Property damage, personal injury or damage to the environment
- Non-compliance, Notices of Violation from Regulators, and related [financial & non-financial] penalties

RECOMMENDED OPERATING CONTROLS

Prohibited Activities

Discharge of the following materials down any drain is prohibited:

- Any oils or grease
- Pesticides, insecticides, or herbicides
- Solvents
- Generally prohibited discharges as specified by Metro Wastewater and the City and County of Denver Wastewater Management Division

Disposal of aerosol cans requires special management procedures. These items should not be disposed of in the trash. See Environmental Guidelines General Waste Management and Management of Universal Wastes.

General Considerations

- Each operator and tenant conducting janitorial activities is responsible for understanding the applicable regulations and managing their activities accordingly, this Environmental Guideline is meant as guidance only and does not supersede any regulations.
- Ensure that Safety Data Sheets (SDSs) are available for all chemicals used during janitorial activities. SDSs for materials no longer in use should be routinely removed from active notebooks and placed in an archive.

Training Requirements



All employees engaged in janitorial activities must be aware of the proper techniques, requirements, and pollution prevention aspects associated with their activities.

Storage and Materials Management

See the following environmental guidelines:

- General Waste Management

PLANNING REQUIREMENTS

- Ensure janitorial carts and/or closets are always stocked with appropriate spill response materials.
- Properly segregate material for recycling where appropriate.

EMERGENCY RESPONSE

If a spill occurs, refer to Environmental Guideline Spill Response.

- Call DEN Communications Center immediately at 303-342-4200 for all spills.
- Control spills to minimize property damage and eliminate imminent risk to human health and the environment.
- Spills of any kind shall not be washed into any sewer or waterway, or onto any soils.
- Containerize all collected wastes and evaluate for labeling, storage, and disposal.

INSPECTION AND MAINTENANCE REQUIREMENTS

EXPECTED RECORDS AND OUTPUTS

Waste management records (profiles, manifests, sample results, etc.)

- Based on the disposal profile, manifests and related forms may be required. Manifests & profile forms can be obtained from the disposal facility for off-site disposal activities (waste manifests **are required** for hazardous, special and universal waste shipments).
- Operator must maintain waste management records at the facility for a minimum of 3 years.

Evidence of training

- While formal certifications are not always necessary, some “proof of training” (such as sign-in sheets and handouts) is expected and should be maintained on file by the operator.

SDSs for janitorial products

- Manufacturers of products will supply these documents on request. SDSs for all products should be made available to all employees engaged in janitorial activities and maintained on file by the Operator at the facility.

Request for product substitution



- In the event a vendor wishes to change a cleaning product they shall make a request to Contract Maintenance and submit a SDS sheet for the requested product. Contract Maintenance shall fill out the Request for Change or Addition of Chemical form and route through Environmental Services and Risk and Safety for approval. A copy of the Request for Change or Addition of Chemical form is attached to this guidance.

Chemical review and tracking

- A spreadsheet used to track chemicals/products approval status is located at:
S:\Sustainability\Environmental\METRO\Chemical Approval for Janitorial Supplies

REFERENCES

Contacts

- DEN Communications Center (for spill reporting): 303-342-4200
- DEN Environmental Services (Main Line): 303-342-2730; DIA.Environmental@flydenver.com
- Tom Somers, DEN Environmental Services: 303-342-2733; Tom.Somers@flydenver.com
- Mark Kunugi, DEN Environmental Services: 303-342-2629; Mark.Kunugi@flydenver.com
- Ron Patterson, DEN Contract Maintenance: 303-342-2898; Ronald.Patterson@flydenver.com

Guidance Materials

- Metro Wastewater Contribution Permit
- SDSs

Training Materials

- Operational procedures training (including On-the-Job)

Related Environmental Documents

- Cleaning/Washing - Aircraft, Vehicles and Equipment
- Cleaning/Washing – Outdoor Areas and Structures
- Cleaning/Washing- Indoor Industrial Surfaces
- Spill Response
- General Waste Management
- Management of Universal Wastes

Applicable Regulations

- Metro Wastewater Reclamation District Rules and Regulations
- Denver Wastewater Management Division Rules and Regulations



REQUEST FOR CHANGE OR ADDITION OF CHEMICAL

This form is needed when:

- A request for a change or addition of a chemical is requested by a Contractor doing business at Denver International Airport with the Contract Maintenance Department in accordance with their contract.
- Safety Data Sheets (SDS) shall be provided to the DEN on-site designee prior to the application of chemicals. Further, SDS sheets shall be provided whenever a new batch or revised formulation of chemicals is utilized.

No application of said chemical will occur until the attached form is completed and signed by Risk Safety, Environmental and the Contract Administrator.

The contractor is aware that they are not allowed to use, test, or store any proposed chemicals on Denver International Airport property until the chemicals are approved.

Upon approval:

The product shall be used, handled and disposed of according to manufacturer's recommendations and all federal, state and local regulations. Personnel must wear proper personal protective equipment and protect the public from exposure.

All services and chemicals must comply with appropriate OSHA, Colorado Department of Agriculture regulations (for use of Pesticides). All chemicals must be EPA registered and used in accordance with approved applications and label directions. Chemical and non-chemical treatments must be within Federal, State, and Municipal guidelines.

All services and chemicals must be environmentally compliant consistent with DEN'S Environmental guidelines that can be found at www.flydenver.com/environmental.



Request for Change or Addition of Chemical Form

Date:

Requesting Contractor:

Product Name:

Manufacturer:

Address:

This chemical will replace an existing chemical(s) or is a new chemical to be added to the list.

What chemical is being replaced (if applicable) and how will it be used:

I, _____, certify that our company and our constituents will comply with the product standards and prohibitions cited in our contract.

I, _____, certify that this product is Green Seal certified. (If applicable)

Signature of Requesting Contractor

Date:

Attachments:

- Product Brochure
- Product MSDS
- Data Sheet
- Container/Sample

Approval or Denial

- This request is approved and is an authorized product per the contract.
- This request is approved with the following exception(s):
- This request is denied for the following reason(s):

COMMENTS:

Product shall be used, handled and disposed of according to manufacturer's recommendations and all Federal, state and local regulations. Personnel must wear proper personal protective equipment and protect the public from exposure.



Environmental Signature

Date:

Risk & Safety Signature

Date:

Contract Administrator Signature

Date: